Saudi Arabian General Investment Authority

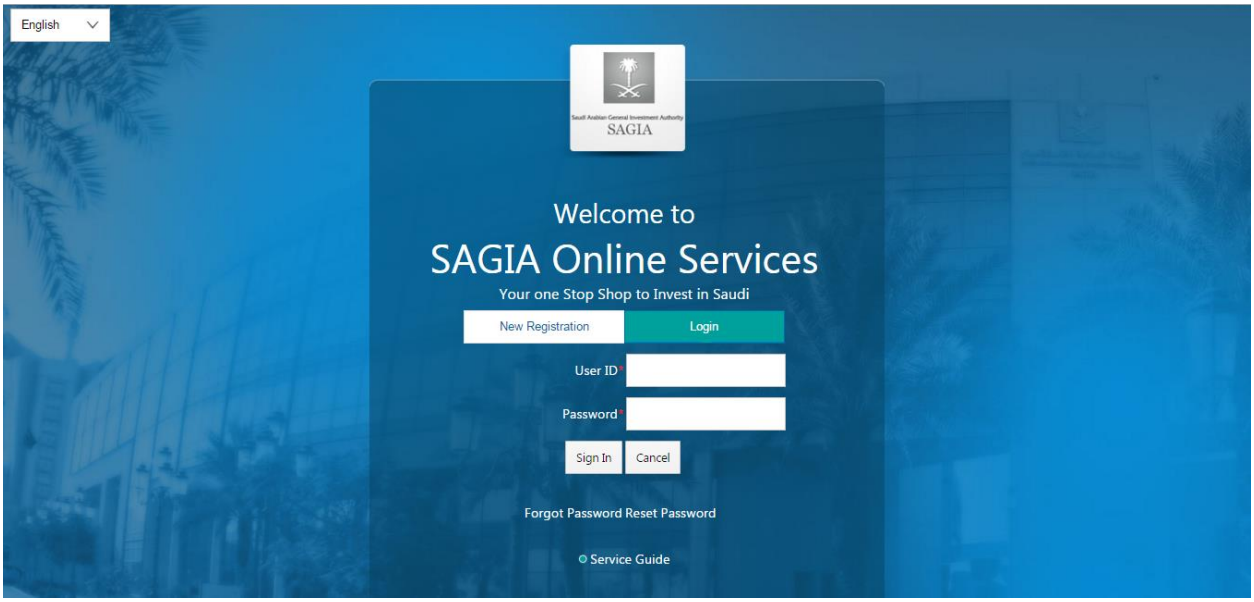
SAGIA

QEEMAH

Investor - User Manual

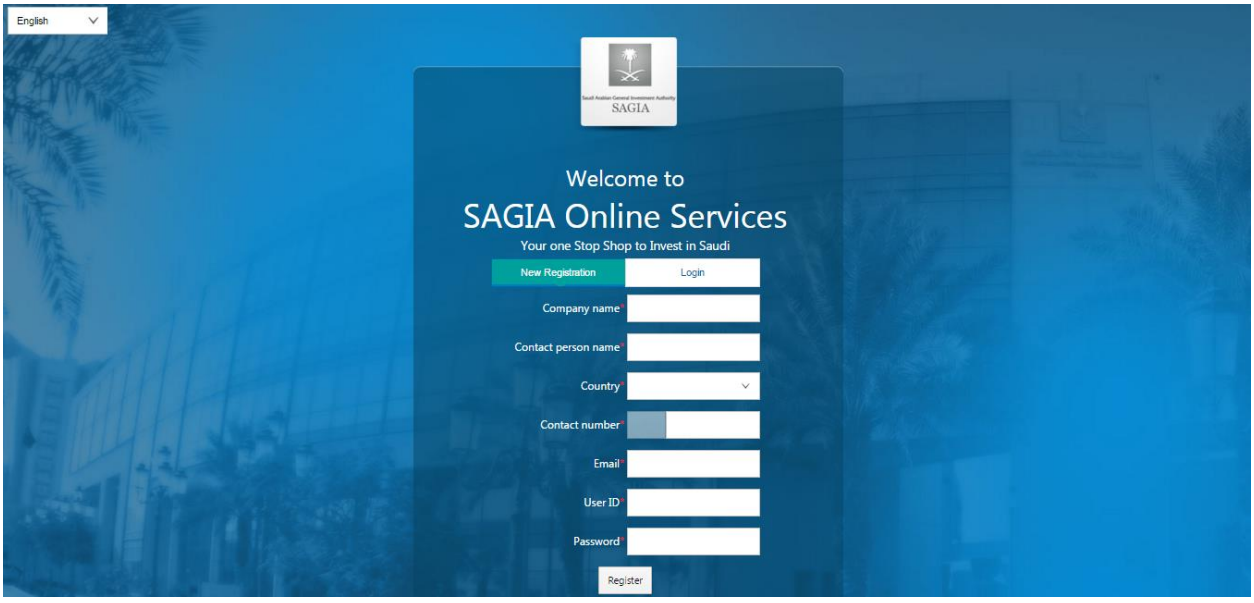
Logon Page:

Logon Page will dynamically change based on Language selection (EN / AR).

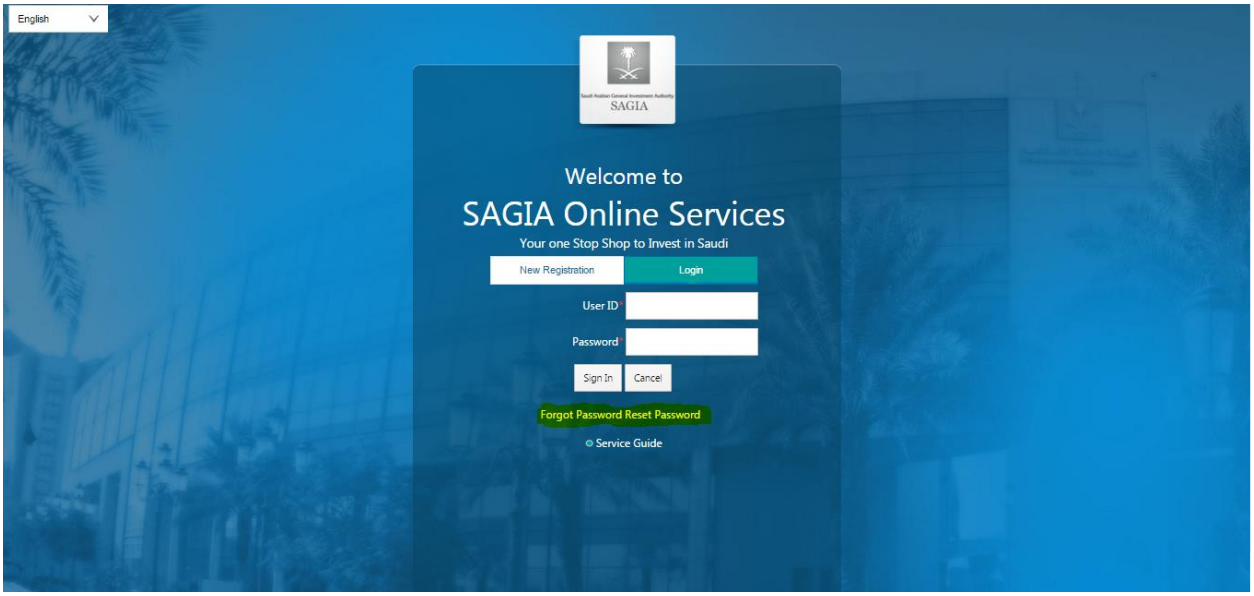


User Registration Page

- All fields are mandatory.
- Contact number country code will be dynamically populated based on Country Selection.
- User ID accepts characters, numbers and special symbols. All characters are considered as uppercase only.

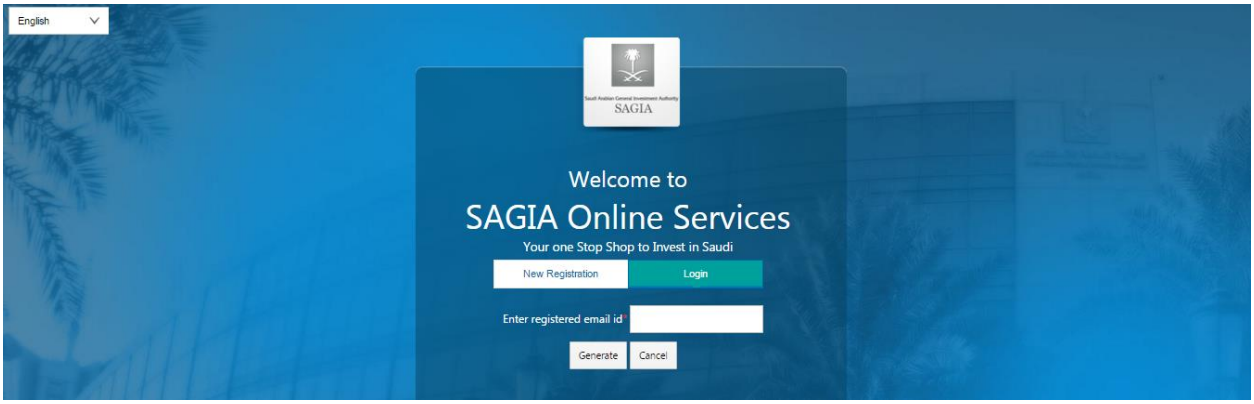


Forgot and Reset Password



Forgot password

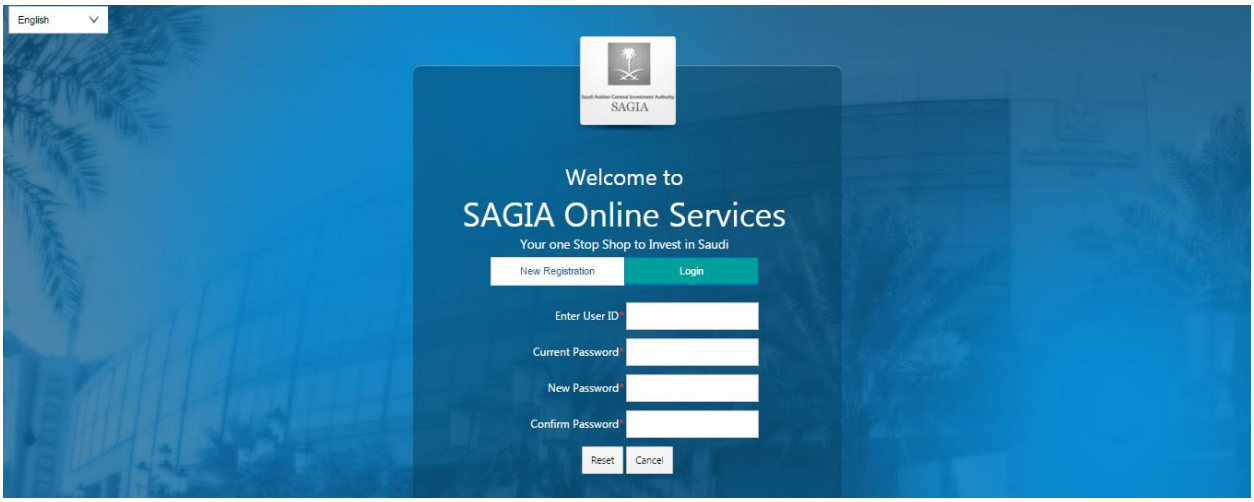
- Investor needs to enter registered mail id to generate a new password.
- Investor receives a new password in the mail.



الهيئة العامة للاستثمار
SAGIA
Dear Srini,
Your new password:RmjxhZgKps
You can change your password from reset password link in the online service.
Srini عزيزي
الرقم السري الجديد هو : RmjxhZgKps
يمكنك تغيير الرقم السري من خلال رابط إعادة تعيين كلمة المرور

Reset Password:

If investor wants to change the password, then he/she needs to reset his/her password by entering user id, current password and the new password details.

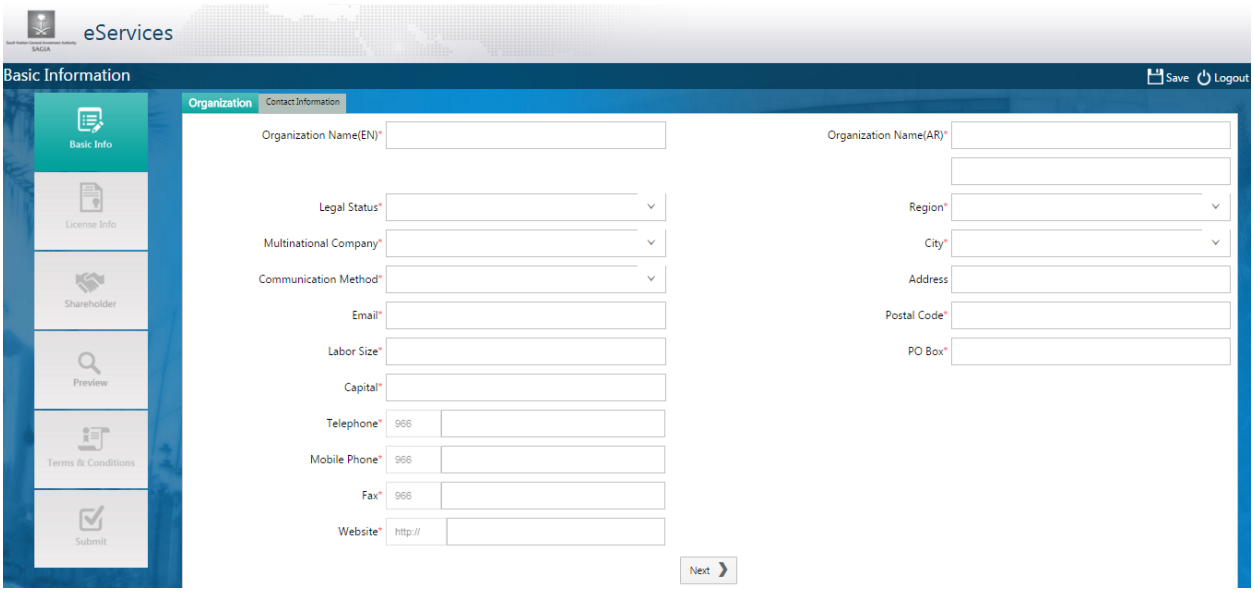


Investor receives the below mail.

الهيئة العامة للاستثمار
SAGIA
Dear Investor,
Your password has been successfully changed, your new password is:abcde12
عزيزي العميل تم تغيير رقمك السري بنجاح الرقم السري الجديد هو : abcde12

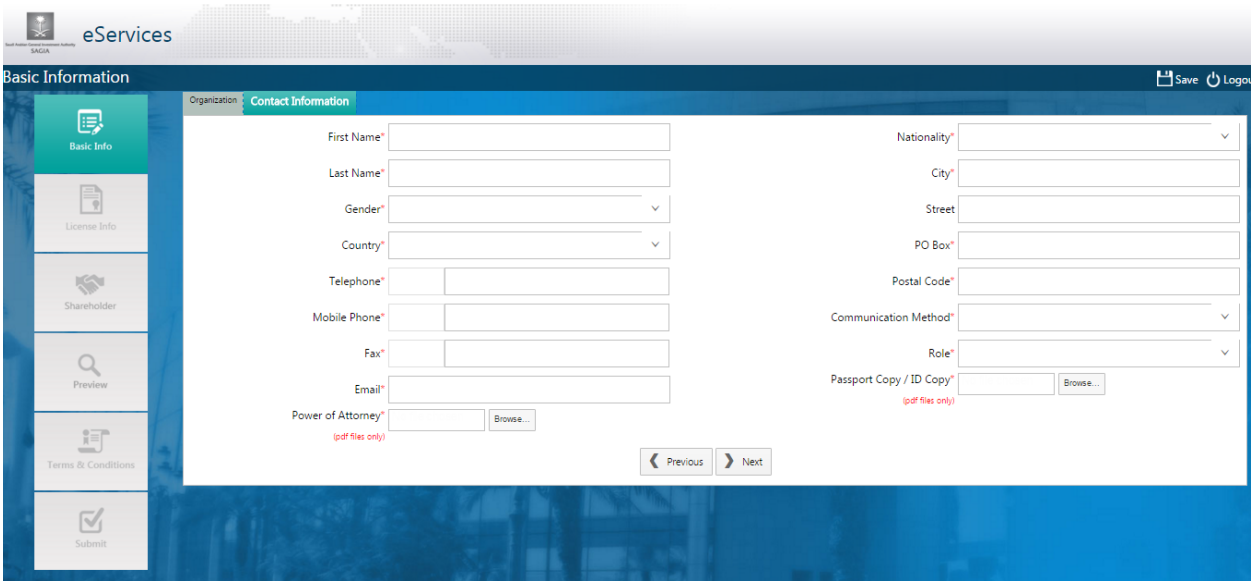
Basic Information

Investor needs to enter organization details and here Arabic organization name is mandatory for both versions.



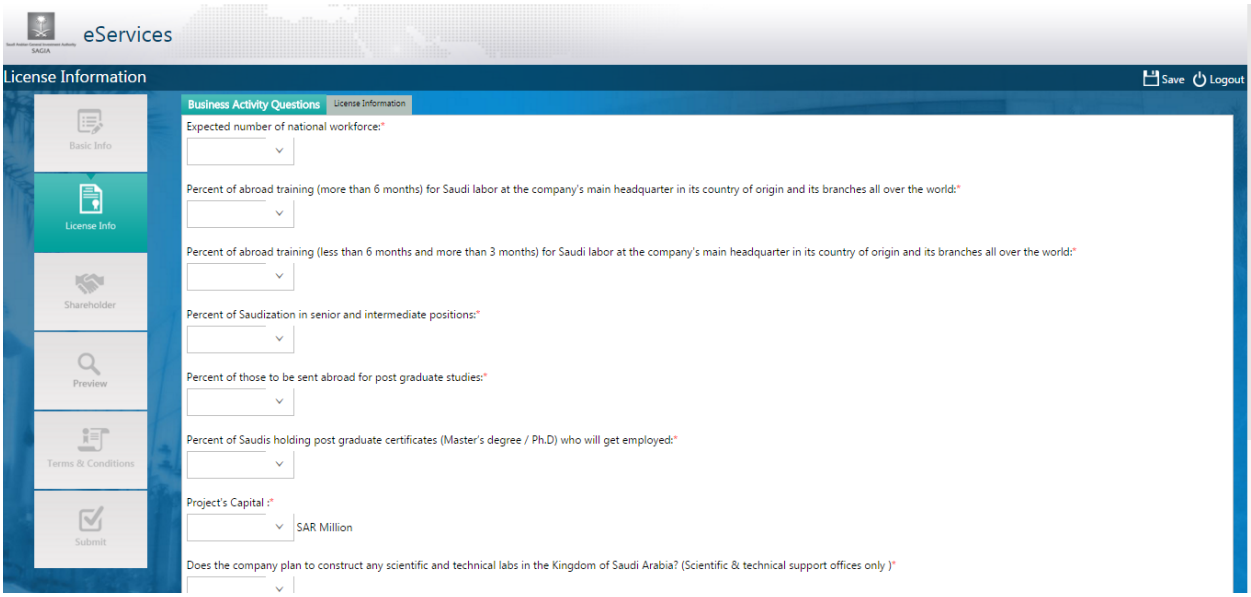
Contact Information

Investor needs to enter contact person information with attachments (mandatory).

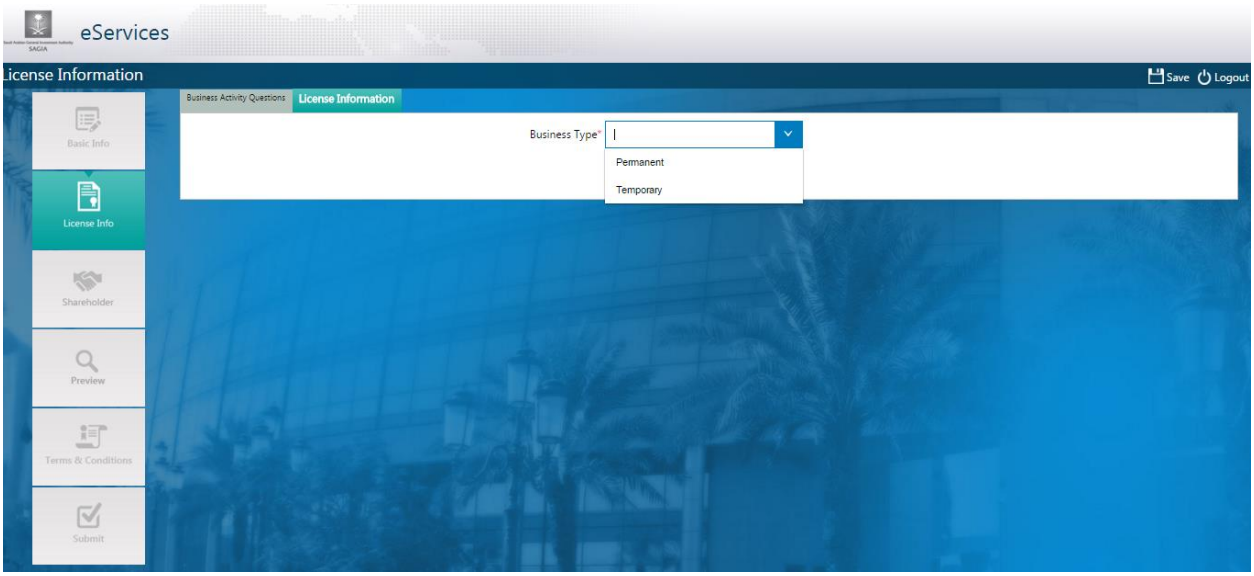


License Information

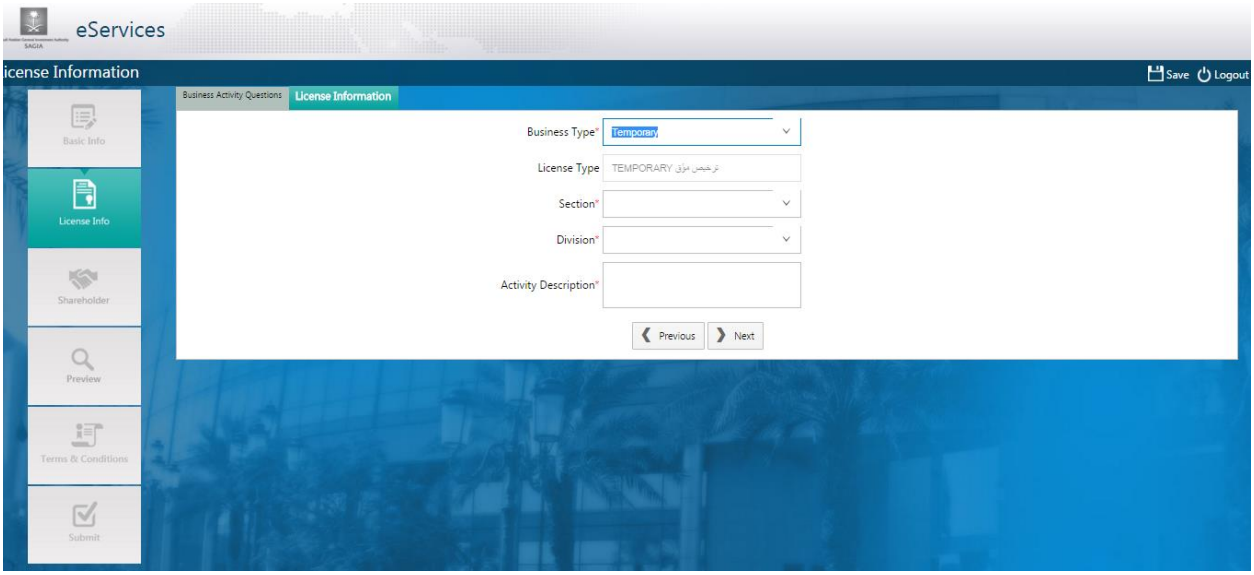
- Investor needs to enter survey details.


eServices
License Information
Save
Logout
Basic Info
License Info
Shareholder
Preview
Terms & Conditions
Submit
Business Activity Questions
License Information
Expected number of national workforce:*
Percent of abroad training (more than 6 months) for Saudi labor at the company's main headquarter in its country of origin and its branches all over the world:*
Percent of abroad training (less than 6 months and more than 3 months) for Saudi labor at the company's main headquarter in its country of origin and its branches all over the world:*
Percent of Saudization in senior and intermediate positions:*
Percent of those to be sent abroad for post graduate studies:*
Percent of Saudis holding post graduate certificates (Master's degree / Ph.D) who will get employed:*
Project's Capital :*
SAR Million
Does the company plan to construct any scientific and technical labs in the Kingdom of Saudi Arabia? (Scientific & technical support offices only)*

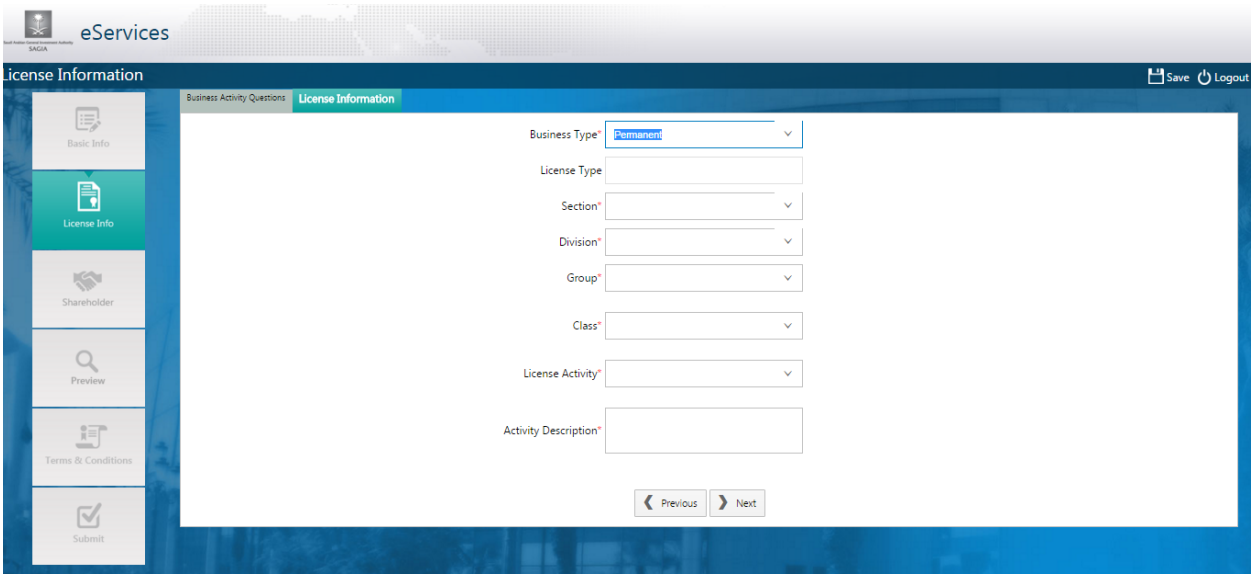
- Investor needs to select business type either Permanent or Temporary.



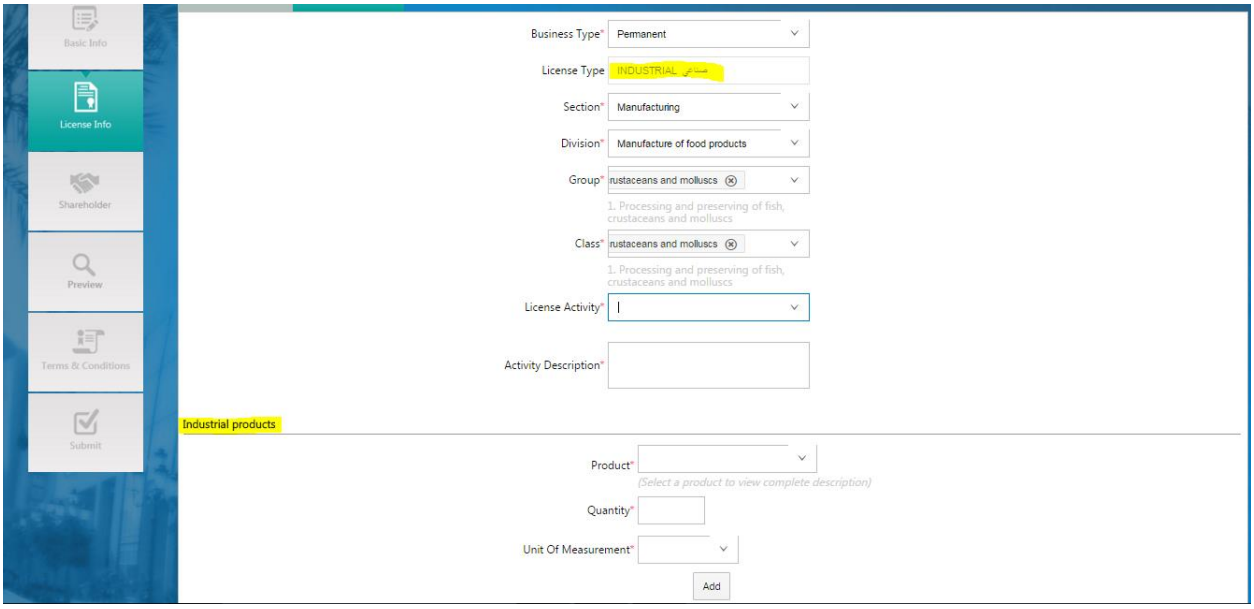
- Temporary license type will have the below fields to fill.



Permanent license type will have more fields to fill. Activity description will populate based on license activity dropdown and investor can edit the activity description also.

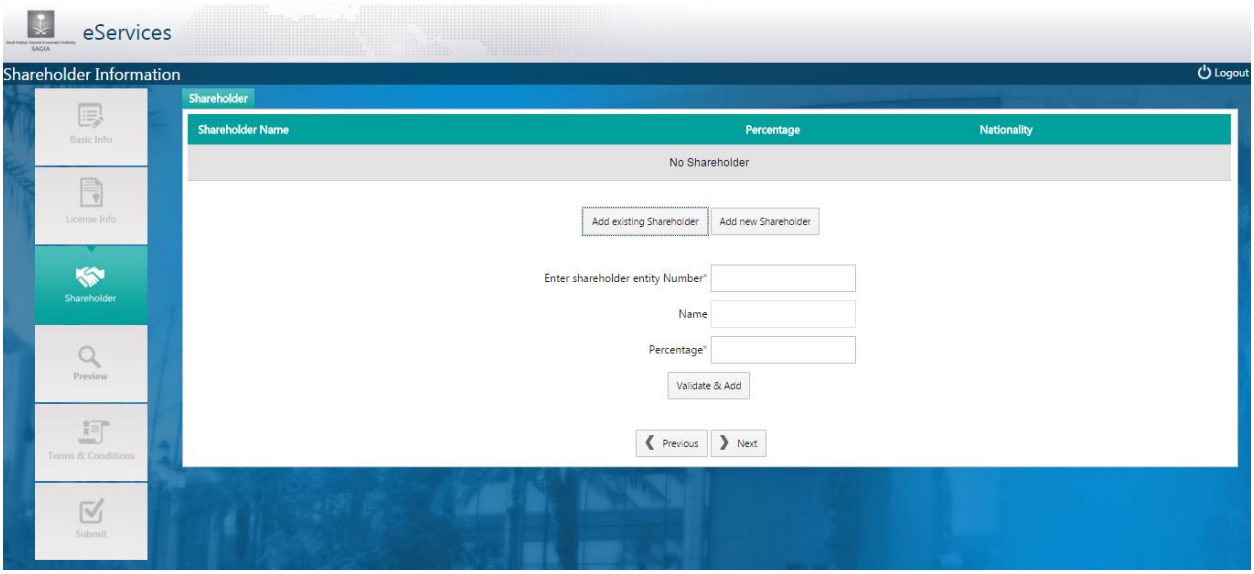


If the investor selects industrial license type then it's mandatory to add industrial products.



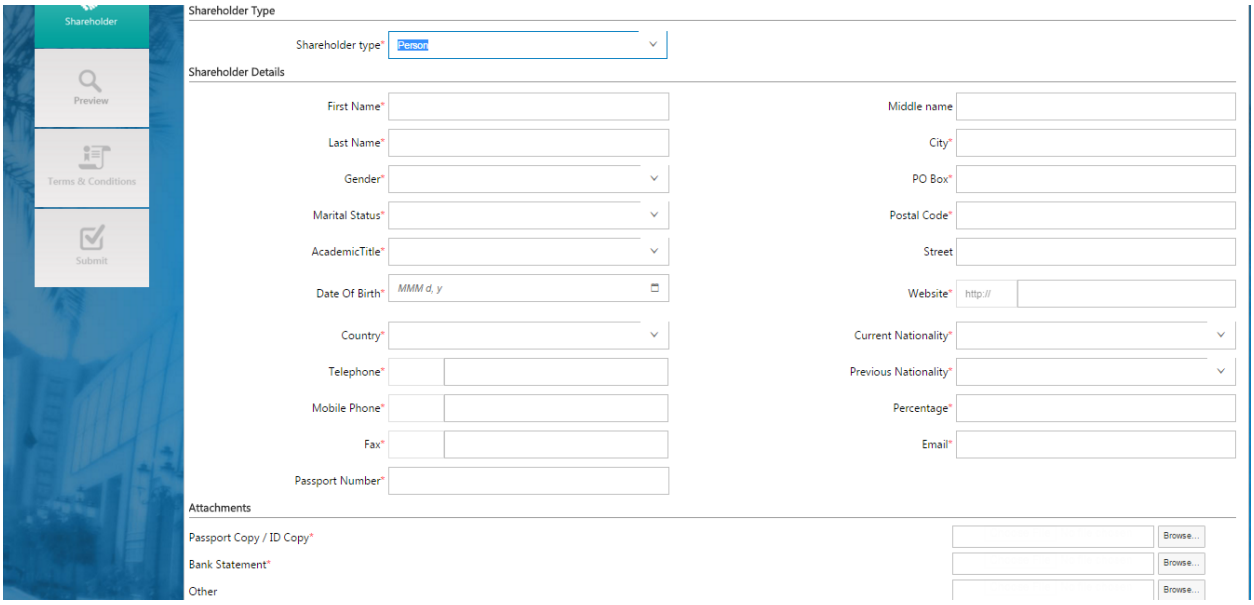
<u>Shareholder information</u> (Total Percentage should be equal to 100)

- **Existing**
  - **Enter existing shareholder no and the percentage and click on ADD button**

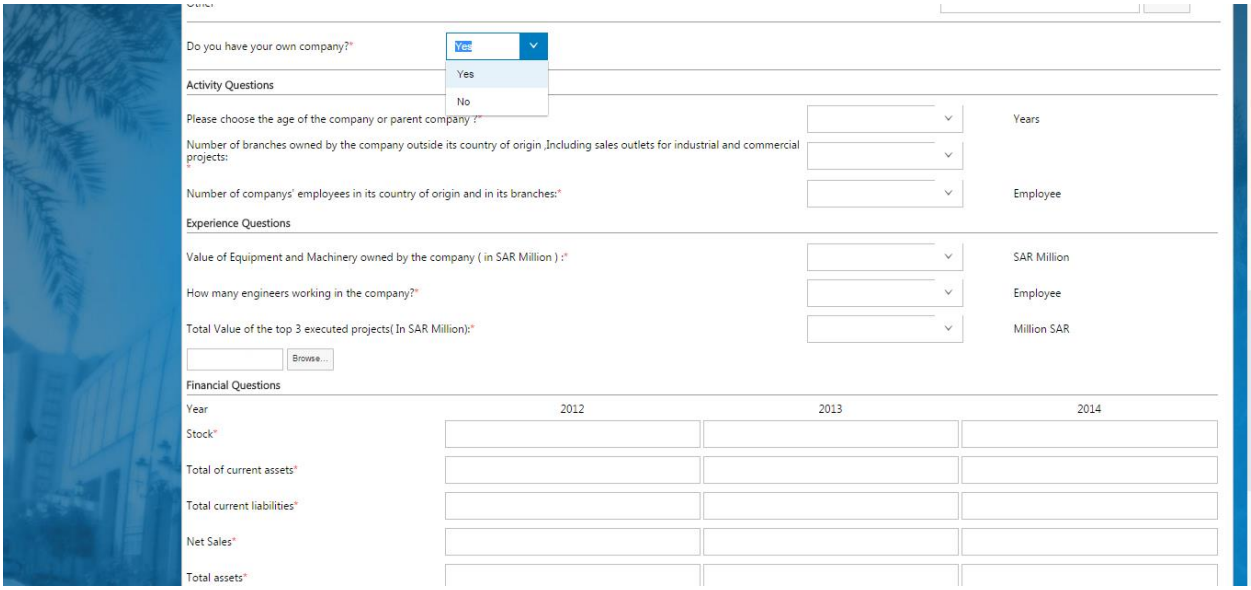


Person

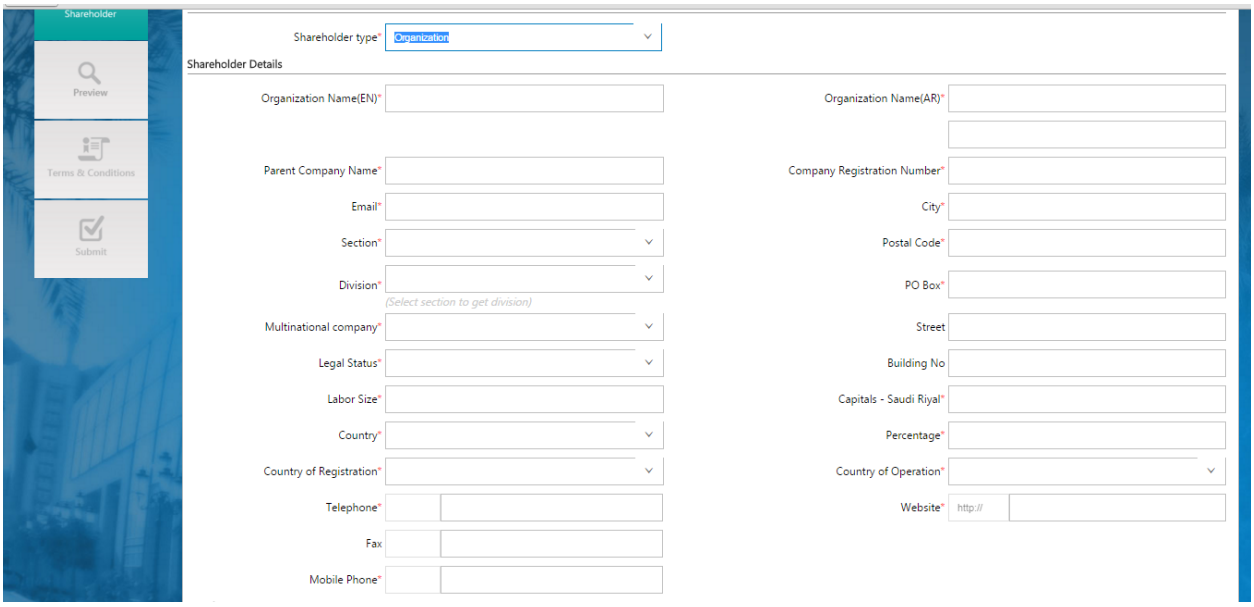
Investor needs to enter below details and add attachments.

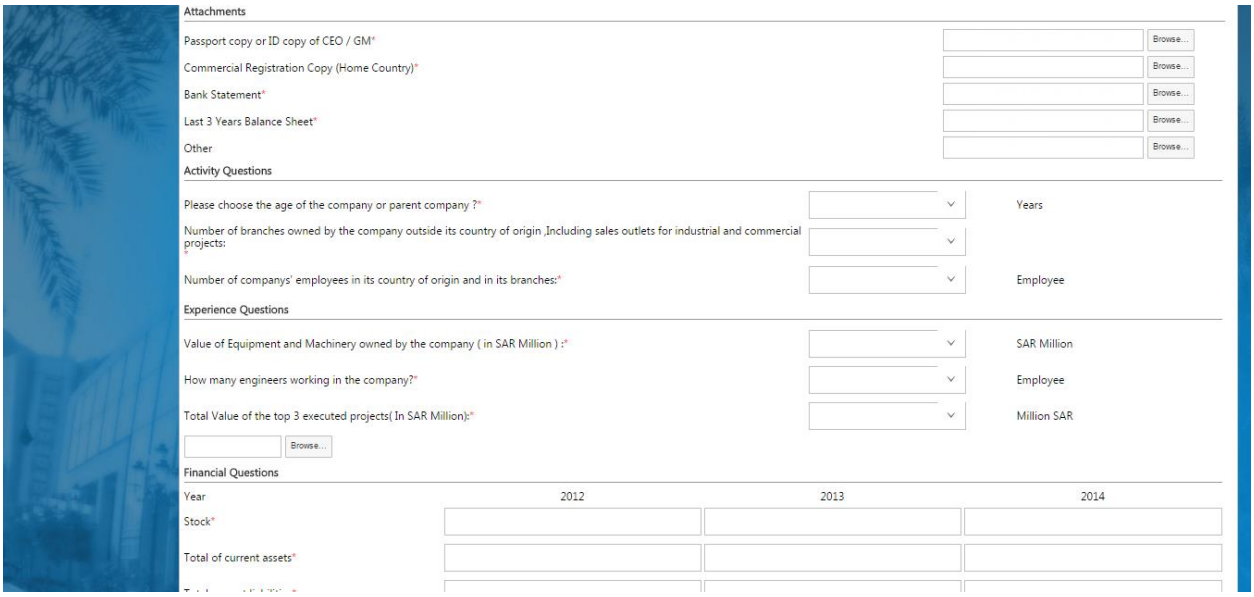


There is one special question (Do you have your own company), If selected 'Yes' then the below surveys will get displayed dynamically and mandatory to fill all details.


Do you have your own company?*
Yes
Yes
No
Activity Questions
Please choose the age of the company or parent company ?*
Years
Number of branches owned by the company outside its country of origin ,Including sales outlets for industrial and commercial projects:
Number of companys' employees in its country of origin and in its branches:*
Employee
Experience Questions
Value of Equipment and Machinery owned by the company (in SAR Million) :*
SAR Million
How many engineers working in the company?*
Employee
Total Value of the top 3 executed projects(In SAR Million):*
Million SAR
Browse...
Financial Questions
Year
2012
2013
2014
Stock*
Total of current assets*
Total current liabilities*
Net Sales*
Total assets*

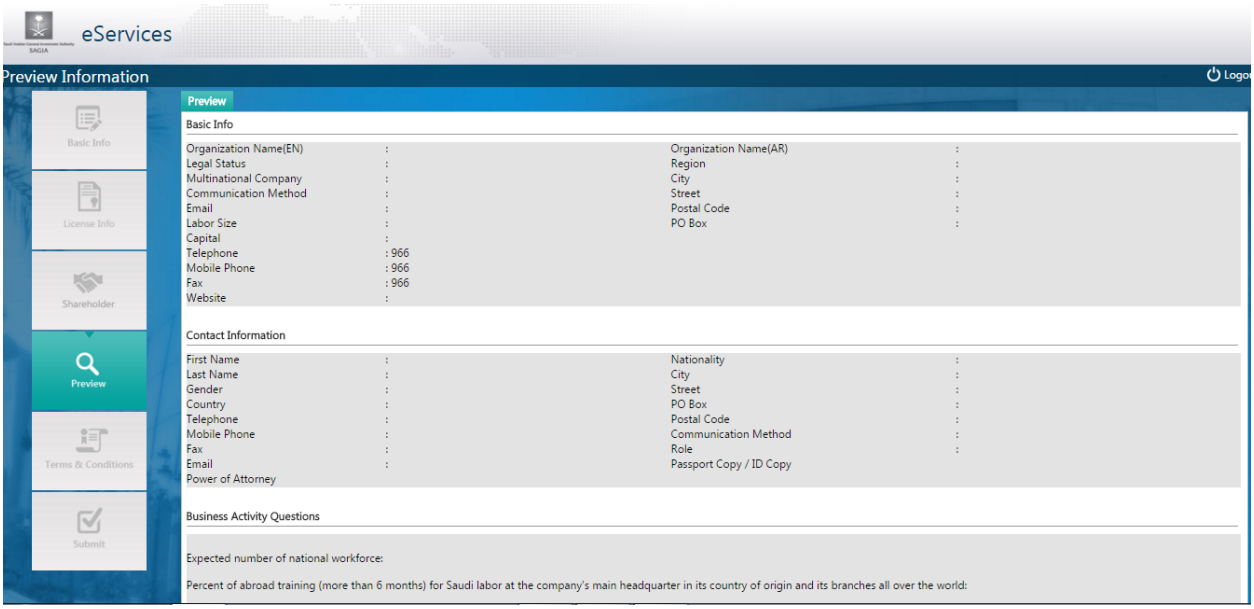
Organization




Attachments
Passport copy or ID copy of CEO / GM*
Commercial Registration Copy (Home Country)*
Bank Statement*
Last 3 Years Balance Sheet*
Other
Browse...
Activity Questions
Please choose the age of the company or parent company ?*
Years
Number of branches owned by the company outside its country of origin ,Including sales outlets for industrial and commercial projects:
Number of companys' employees in its country of origin and in its branches:*
Employee
Experience Questions
Value of Equipment and Machinery owned by the company (in SAR Million) :*
SAR Million
How many engineers working in the company?*
Employee
Total Value of the top 3 executed projects(In SAR Million):*
Million SAR
Financial Questions
Year
2012
2013
2014
Stock*
Total of current assets*

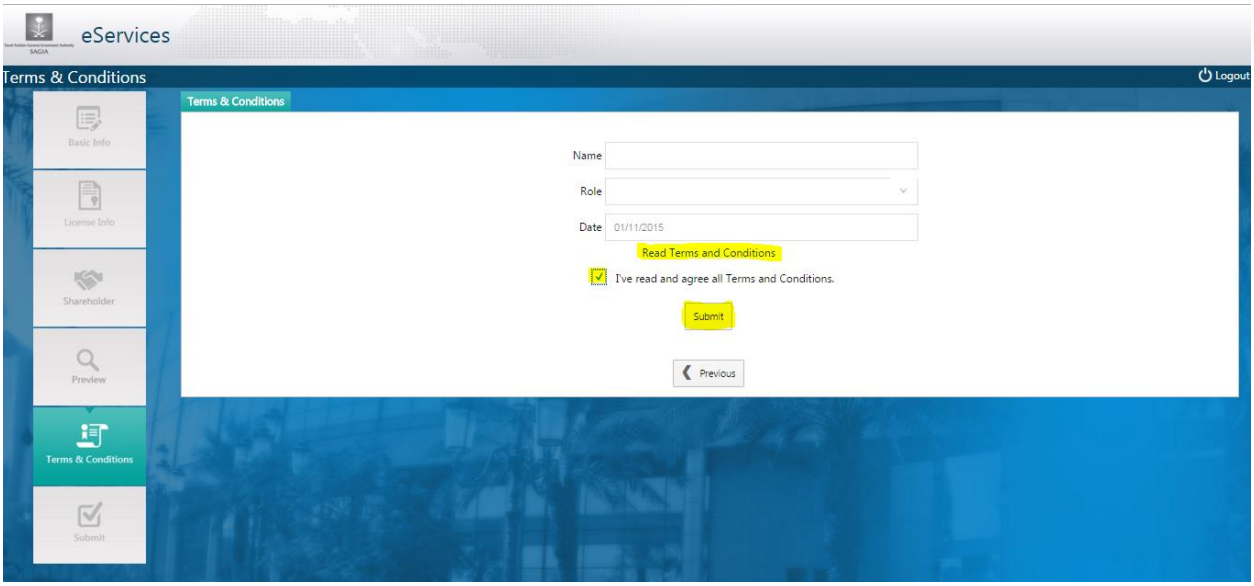
Preview Screen

This is the screen for preview

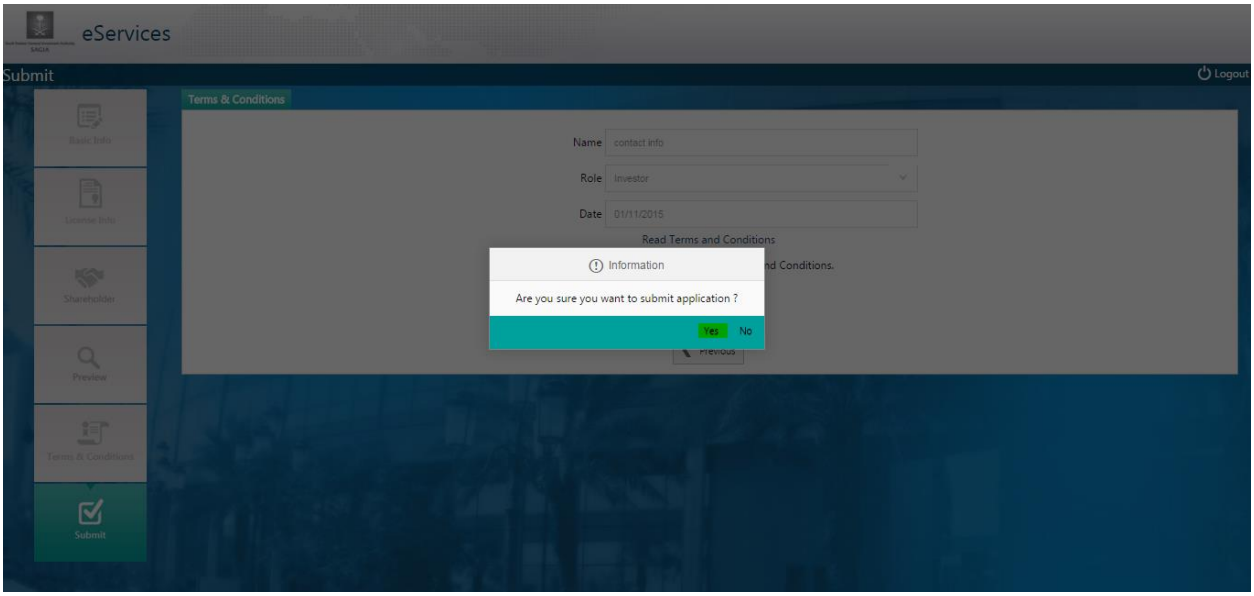


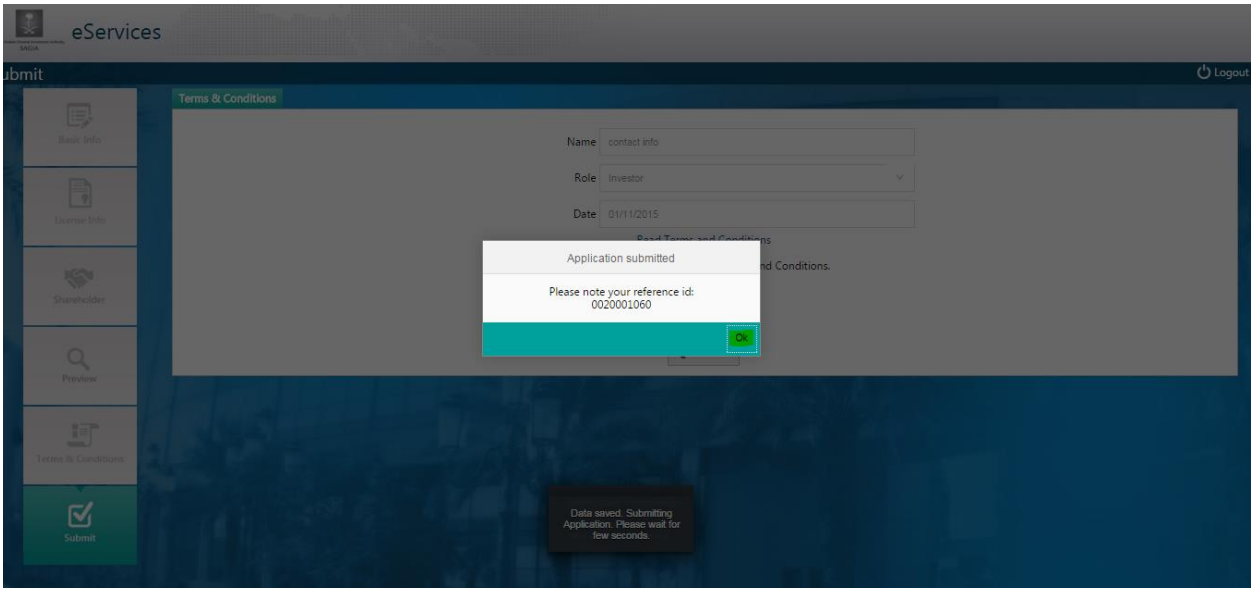
Terms and Conditions

Investor needs to click Terms and conditions link to download the PDF. Before submit, investor needs to check the box (Terms and conditions).



Once submitted, the lead id will be generated as follows.

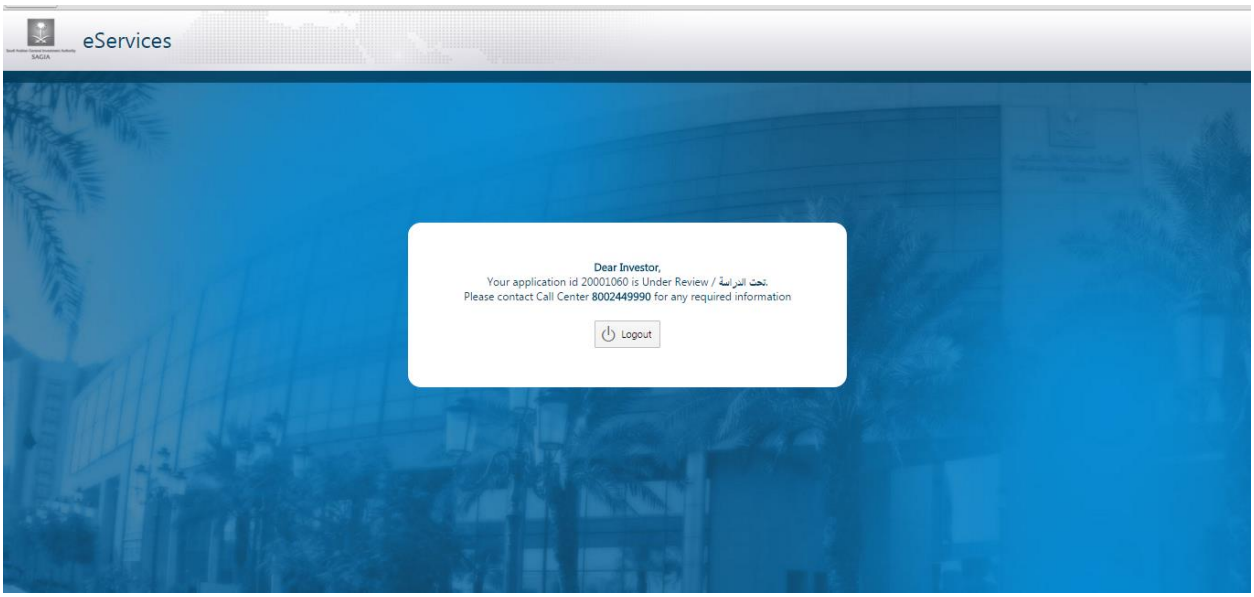




Press Ok to go to Home screen and the below mail will get trigger to investor.

Investor Request Status

After the successful submission, if investor login's back, then he/she can see only the request status as below.


eServices
Dear Investor,
Your application id 20001060 is Under Review / تحت الدراسة.
Please contact Call Center 8002449990 for any required information
Logout